

Outlook Ninja

In this Outlook Ninja class, you will quickly learn how to use keyboard shortcuts and rules to greatly increase our emailing and organizational speed. Those implementing the techniques in this class generally cut out 20-40% of their Outlook work. This is a great class for those who spend more than an hour a day in front of their email.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/outlook-ninja>



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Course Outline

Setting up your workspace for efficiency

The Samurai's philosophy of the Inbox

Toolbar arrangement

View emails by Custom Groups such as by a conversation or grouping emails by the same person together.

Ninja Hand Movements: Email Shortcuts

We will put away our mouse and dedicate time to replying, replying all, forwarding, opening, closing, deleting and sending emails

Ninja Weapon: Rules

Find logic in what you do and create rules to do them automatically

Filing emails

Understanding how to create the practical rules

Automatically move emails to folders based on criteria

Automate almost anything you would like to do

Ninja Weapon: Autocorrect

Misusing the Autocorrect to save repetitious typing and develop your own code base.

Ninja Weapon: Quick Steps

Create your own shortcuts for multiple actions at once